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Food Distribution Administration  
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June 26, 1943

SPECIAL COMMODITIES BRANCH MEMORANDUM NO. 29

To: All Divisions and Sections, Special Commodities Branch  
From: H. C. Albin, Chief, Special Commodities Branch  
Subject: Communications

We have been advised through the Division of Finance and Accounts of the adoption of a new procedure for handling telephone toll call charges. Under the new plan a ticket showing all pertinent information will be made by the operator at the time each call is placed. A copy of this ticket will be forwarded to the Administrative Officer for each of the respective branches. The Administrative Officer will certify as to the necessity for the call, indicate the fund chargeable, and forward it to the Finance and Accounts Division.

When placing a call all persons must identify themselves by Branch and Bureau name, i.e. Special Commodities Branch, Food Distribution Administration. No appropriation symbol or information as to Section is necessary. Due to the burden placed on telephone facilities by the emergency it is important that long distance telephone calls be kept to a minimum. This type of communication, therefore, should be used only when other types are wholly inadequate.

H. C. Albin

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